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9 April 1980

MEMORANDUM FOR THE RECORD

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FROM: [REDACTED]
Chief, Classification Review Division/ISS/DDA
SUBJECT: Update on Processing and Classification Review
of OSS Permanent Records

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1. On 16 January 1980 a meeting was held to discuss and update the situation in the systematic classification review of permanent OSS records. The participants, in addition to the members of the OSS Review Team, included [REDACTED] C/IMS/MPG, [REDACTED] also of IMS/MPG, [REDACTED] C/CRD/OPS, and [REDACTED] DC/CRD/OPS. The following comments are a record of the results of the meeting. They are intended to serve as an aid to processing OSS permanent records and to serve as guidelines for handling certain categories of information.

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2. We continue to have some problems identifying which records to tab for DO withdrawal (for verification of service, etc.) before these records go to NARS. Some of the rules are:

Rule 1: We tab for DO withdrawal only whole folders or summary documents which would ordinarily represent a whole folder reporting individual events. If we discover an individual document in the middle of a general administrative file and that document would not be retrievable by the name of the individual, we do not tab it. We leave it for NARS or, if it must remain classified, we withdraw it and process it into the DARE system as any other classified document.

Rule 2: Except for payroll records, we do not tab any financial records. These, like other records, however, may be withheld to protect sources and methods. One known example of a payroll record from OSS is in the form of yellowish cards a little less than 8x10 containing the name and a series of entries showing the dates and amounts of payments made to that individual. These should be tabbed for IMS removal. Such payroll records have been found in Job #61-934 described as "correspondence, memorandums, authorizations, budgets, vouchers, receipts, payments, salaries, and related material pertaining to the expenditure of special funds by the Washington [REDACTED] offices; arranged alphabetically; 1942-1947; with volume of 47 cubic feet." This Job was declared Permanent by Col. Tagge and was included in the second offering made to NARS.

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Rule 3: We tab for DO withdrawal personnel material, i.e., material about an individual or group of individuals that contains substantive information on their service in or for the OSS and which would be responsive to inquiries from former OSS personnel about their service. The presence of a large number of Chargeout Sheets and/or Routing and Record Sheets will indicate some of those records which have been useful to CIA in answering requests and should therefore receive strong consideration for tabbing so they can be withdrawn and held by the DDO. Against these CIA needs we must balance NARS interests to carefully document the role of the OSS in history. Some examples: We tab 201 files, official personnel files, soft files on individuals, files that document where and when people served, what operations or activities they engaged in; i.e., personnel files which significantly document official relationships for which CIA might still retain a moral or legal responsibility. In the case of general cable files where individual biographical sheets are sometimes attached, we must use the balance test. Generally such files should be left for NARS but judgment will be required in each case. Lists of OSS personnel would not normally be considered a personnel file and can generally be released. Such a list, however, could name so many OSS personnel that we might consider it classified and withhold it after using the balance test. If the list includes the names of foreign liaison officers or NOC officers we would exempt it. Concerning the written citations for awards and certificates, we tab them for DO withdrawal and [REDACTED] will check to see whether the DO may want to initiate action to deliver these papers to the recipients. We also tab the field PHS's from [REDACTED] with photo and secrecy agreement since most of those identified are [REDACTED] citizens.

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3. Some boxes of records have been missing from certain jobs sent to the Review Team. To explain this, [REDACTED] noted that he makes a "broad cut" of the records at AARC to remove temporary records and this accounted for the missing boxes. On this point, it was agreed that: [REDACTED] will update the listing of OSS material to include the numbers of the boxes which have been removed during his initial review; and (2) the OSS Review Team will continue to make the more refined cut of temporary records by tabbing those they encounter as identified in this paper and other published guidelines.

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4. Job 56-16 contains the records of the OSS Headquarters Registry Chrono. Much of this material remains classified and has to be withdrawn and held. Generally, chrono files are considered to be temporary records and based on this assumption plus the high percentage of material which must be withheld, IMS has appealed the ruling by Col. Tagge that this file is a permanent record. No ruling has yet been received from NARS.

5. Jobs 76-460 and 76-565 are the records for the OSS activity known as the Survey of Foreign Experts. This involved OSS identifying, locating, and interviewing Americans and foreigners for information which could contribute to the war effort. Since those persons interviewed were promised confidentiality, often in writing, SFE records will require close screening to ensure protection of sources. Information concerning the organization,

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